

PRESIDENT

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

(cf. 9223 - Board Vacancies)

6. Confer with the Superintendent on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.

PRESIDENT (continued)

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the secretary/treasurer shall perform the president's duties.

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

Added 12/96

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

BB 9121 PRESIDENT

Note: The following sample bylaw may be revised as needed

The School Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the School Board in its proper order;
3. Enforce the School Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the School Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the School Board, including the right to move, second, discuss, and vote on all questions before the School Board.

The president shall also perform other duties as directed by the School Board, and state laws, regulations and the School Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the School Board;
2. Consult with the Superintendent or designee on the preparation of the School Board's agendas;
3. Appoint and disband all committees, subject to School Board approval;
4. Call such meetings of the School Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

(cf. 9223 - School Board Vacancies)

6. Confer with the Superintendent or designee on crucial matters which may occur between School Board meetings;
7. Be responsible for the orderly conduct of all School Board meetings.
8. Share informational mail with other School Board members.

When the president resigns or is absent or disabled, the vice president/clerk shall perform the president's duties. When both the president and vice president/clerk are absent or disabled, the School Board shall choose a president pro tempore to perform the president's duties.

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

9/92

AASB Policy Reference Manual

VICE PRESIDENT

The duties of the vice president shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Sign documents as directed by the Board on behalf of the district.
3. Serve as presiding officer in the absence of the president.
4. Perform any other duties assigned by the Board.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

14.14.020 Bond required

Added 12/96

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

BB 9122 VICE PRESIDENT

Note: The following sample bylaw may be revised as needed. A.S. 14.14.070 requires the School Board to elect, at a minimum, a president, a clerk, and, if necessary, a treasurer. There is no language prohibiting the election of a vice president.

The duties of the vice president shall be to:

1. Certify or attest to actions taken by the School Board when required.
2. Maintain such other records or reports as required by law.
3. Sign the minutes of the School Board meetings following their approval.
4. Sign documents as directed by the School Board on behalf of the district, and sign all other items which require the signature of the vice president.
5. Serve as presiding officer in the absence of the president.
6. Perform any other duties assigned by the School Board.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.070 *Organization of school board*

14.14.020 *Bond required*

Revised 9/97

9/92

AASB Policy Reference Manual

SECRETARY/TREASURER

The Secretary/Treasurer to the Board, shall have the following duties:

1. Ensure that accurate minutes of board meetings are prepared and maintained.
2. Serve as presiding officer in the absence of the president and vice-president.
3. Other duties as assigned by the Board.

(cf. 3300 - Expenditures/Expending Authority)
(cf. 3530 - Risk Management)
(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES
14.08.091 Administration
14.14.070 Organization of school board

Added 12/96
Reviewed 3/2016
Reviewed 8/2020
Reviewed 2/2023

BB 9123 CLERK/SECRETARY AND TREASURER

Note: A.S. 14.14.070 requires the election of a clerk, and further states the School Board may appoint one of its members as board treasurer.

The Clerk/Secretary to the School Board, shall have the following duties:

1. Prepare and maintain the School Board minutes.
2. Maintain School Board records and documents.
3. Submit to School Board the correspondence addressed to it.
4. Review purchase orders and sign checks.
5. Other duties as assigned by the School Board.

If a treasurer is elected, he or she may have any of the above duties, as more specifically assigned by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - School Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

Revised 9/97

9/92

AASB Policy Reference Manual

ATTORNEY

The School Board may use the services of private attorneys to meet the needs of the district. The Board-appointed legal counsel shall render legal advice to the Superintendent or designee and the Board and perform other administrative duties as assigned by the Board and Superintendent or designee.

The Superintendent or designee may confer with the district's legal counsel at his/her discretion.

(cf. 9200 - Members (Limits of Authority)

(cf. 9321 - Executive Sessions)

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

BB 9124 ATTORNEY

Note: The following sample bylaw may be revised as needed.

The School Board may use the services of private attorneys to meet the needs of the district. The School Board-appointed legal counsel shall render legal advice to the Superintendent or designee and the School Board and perform other administrative duties as assigned by the School Board and Superintendent or designee.

The Superintendent or designee may confer with the district's legal counsel at his/her discretion.

(cf. 9200 - Members (Limits of Authority))

(cf. 9321 - Executive Sessions)

9/92

AASB Policy Reference Manual

BOARD COMMITTEES

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

The president may be a member of any committee. The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9330 - Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

BB 9130 SCHOOL BOARD COMMITTEES

Note: The following sample bylaw may be revised as needed.

The School Board may establish committees of the School Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole School Board. The School Board shall establish written charges for School Board committees. When its charges or duties have been completed, the committee shall be dissolved.

The president may be a member of any committee. The Superintendent or designee may serve as an advisor to any committee at the discretion of the School Board.

Committees may actively seek input and participation by parents/guardians, staff, community and students, and may consult with local public boards and agencies.

Committees shall act in an advisory capacity, making recommendations to the School Board. No committee action shall be binding on the full School Board. The School Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act.

(cf. 1220 - *Citizen Advisory Committees*)

(cf. 9330 - *Meetings*)

(cf. 9321 - *Executive Sessions*)

Legal Reference:

ALASKA STATUTES

29.20.020 *Meeting public*

44.62.310 *Agency meetings public*

44.62.312 *State policy regarding meetings*

9/92

AASB Policy Reference Manual

BOARD REPRESENTATIVES

The Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

(cf. 1020 - Youth Services)

(cf. 9110 - Board Membership)

Reviewed 3/2016

Reviewed 8/2020

Reviewed 2/2023

BB 9140 SCHOOL BOARD REPRESENTATIVES

Note: The following sample bylaw may be expanded to reflect district practice and needs.

The School Board may appoint any of its members to serve on advisory committees or as its representative to other public agencies or organizations when the School Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

(cf. 1020 - Youth Services)

(cf. 9110 - School Board Membership)

9/92

AASB Policy Reference Manual

BOARD MEMBERS

BB 9200(a)

Note: The following sample bylaw may be revised to reflect district philosophy and needs.

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

The Board is the unit of authority. The Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

Optional:

School visits by Board members are encouraged. Principals should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen.

(cf. 1250 - Visits to the Schools)

Note: The following is an optional process for Board members to make information requests.

Board Member Requests for Information

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member, and copied to the Board President.
2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full Board for

BOARD MEMBERS (continued)

BB 9200(b)

consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

3. Complaints regarding personnel. Board members may have their own complaints regarding District personnel or may hear such complaints from the community. These concerns should be privately communicated to the Superintendent.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

Obligations of Members

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

(cf. 9230 - Meetings)

Legal Reference:

ALASKA STATUTES

14.14.140 Restrictions on employment

Adopted AASB 6/22

Reviewed 2/2023

BB 9200 BOARD MEMBERS

Note: The following sample bylaw may be revised to reflect district philosophy and needs.

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2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.
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(cf. 9230 - Meetings)

Legal Reference:

ALASKA STATUTES

14.14.140 Restrictions on employment

Revised 4/2022

AASB POLICY REFERENCE MANUAL

9/92

AASB Policy Reference Manual